

# City of Milpitas Building Inspection Division

455 E. Calaveras Blvd., Milpitas, CA 95035  
Telephone: 408-586-3240 • Fax: 408-586-3285

## Commercial & Industrial Tenant Improvements Submittal Requirements

Project Address: \_\_\_\_\_

Date: \_\_\_\_\_

**I**n order to process and expedite your request for a Building Permit, please submit the applicable items listed below and include this Checklist in your submittal.

### SECTION 1: Five (5) complete sets of drawings, minimum 17 inches x 22 inches in size

#### A. Architectural Submittal Requirements.

- ☐ 1. **Site Plan:**
  - a. Must Show site plan, vicinity map, site parking and North arrow.
  - b. Define a brief "Scope of Work" through an outline text format.
  - c. Must show building data: construction type, square footage, sprinklers and occupant class.
- ☐ 2. **Floor Plan:**
  - a. Define space function (i.e. storage, manufacturing, etc.), exiting paths and corridors (ideal to high light the area, or use patterns), door and window schedules and hardware.
  - b. Identify the specific area within the building where the permit activity is occurring.
  - c. If applicable, define areas for demolition and label appropriately.
  - d. Rated corridors must be submitted with full-building floor plan: identifying relationship with roof structure, ceilings and floor.
  - e. Show occupant load of each space.
- ☐ 3. **Elevations:**
  - a. Exterior elevations are required with exterior changes.
  - b. Additional elevations may be requested for project clarifications.
  - c. Cross-section showing location of new A/C equipment in respect to roof screen or parapet.
- ☐ 4. **Reflected Ceiling Plan.** Required for new construction and renovation work when ceiling is being modified.
- ☐ 5. **Title 24 Accessibility Standards.** Required for new construction and renovation/alterations per the standards.
- ☐ 6. **Landscape and Irrigation.** If applicable, all submittals must comply with current regulations.

#### B. Structural Submittal Requirements.

- ☐ 1. **Structural Details and Plans:**
  - a. Identify area of work by specifically highlighting the area and enlarging if required.
  - b. Shall be wet-stamped by State of California licensed engineer.
- ☐ 2. **Structural Calculations.** Two sets of wet-stamped and wet-signed calculations required.

#### C. Electrical Submittal Requirements.

- ☐ 1. **Main Power Distribution Plan.**
- ☐ 2. **Schematic One-Line Diagram.**
- ☐ 3. **Panel Schedules and Load Calculation.**
- ☐ 4. **Electrical Floor, Ceiling, Roof and Equipment Power Plans.**

*Checklist continues.*

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### D. Mechanical/Plumbing Submittal Requirements.

- ☐ 1. **Building Distribution and Layout.**
- ☐ 2. **New Mechanical Equipment:**
  - a.. Provide descriptions, equipment schedules including equipment weights.
  - b. Cross-section for HVAC, and roof screen
- ☐ 3. **Roof Plan:** Show location of new equipment, roof screen, and drainage.

### SECTION 2: Form Submittals

- ☐ **Sewer Needs Questionnaire; submit the original plus 1 copy.**
- ☐ **Hazardous Materials Disclosure Form.**
- ☐ **Title 24 Energy Information; submit 2 sets of reports.**
  - 1. Title 24 energy conservation requirements will apply with new changes to the use of energy: Envelope, Mechanical and Electrical.
  - 2. Title 24 requirements will include Applicable Reports and Mandatory Measures: Required Compliance Statements, Specifications and Mandatory Measures shall be incorporated onto the plans.
- ☐ **County Health Department Approval;** Phone 408-299-6060. Prior approval necessary for food service.
- ☐ **SJ/SC Water Pollution Control Plant Approval;** Phone 408-945-3000. Prior approval necessary for contaminated sewer waste discharge to public system.
- ☐ **Storage/Warehouse Applications:**
  - 1. Provide list of materials to be stored within area.
  - 2. Provide a general layout of the storage/warehouse area.
- ☐ **Equipment Certification.**

Non listed electrical equipment requires testing and certification by an approved testing agency prior to installation.

### SECTION 3: Hazardous Materials or Hazardous Waste

- ☐ **Industrial Wastewater Discharge Application;** From SJ/SC Water Pollution Control Plant
- ☐ **Hazardous Material Storage Permit Application for New Business;** From the Milpitas Fire Department  
Include 2 copies of your Hazardous Materials Business Plan
- ☐ **Hazardous Material Inventory Statement** including Key Location Map
- ☐ **Layout of Production, Manufacturing or Assembly Areas and Description of Process.**

### NOTES:

- 1. All drawings and calculations must be signed by design professionals as required by the California Business & Professional Code.
- 2. If one or more required items are not submitted, the application will be considered incomplete and will not be processed.
- 3. Building permits may only be issued to Building Owner or a Licensed Contractor. A Building Owner, who acts as General Contractor and hires non-licensed help to do the work, must provide Worker's Compensation Insurance. Proof of insurance is required prior to permit issuance. A tenant who does the work with their own employees and does not hire outside help may work under the permit issued to the Building Owner and must provide a letter of acceptance of responsibility from the Building Owner. A sample of the format for this letter is available at the Public Services Counter.

### SIGNATURE:

*I have read the above information and have submitted all the required information.*

Print Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_